

**TITLE:** LEAD NURSE

**QUALIFICATIONS:**

1. Graduate of nurses' training program as a Registered Nurse; B.S. in Nursing preferred
2. Current license to practice as a Registered Nurse by the Alabama Board of Nursing
3. Current CPR and First Aid certification
4. Experience with public health and/or school health services preferred

**REPORTS TO:** Designated Central Office Supervisor

**JOB GOAL:** To assist in the maintenance of good health and good health habits of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides oversight of all school nurses in grades K-12.
2. Conducts parent education sessions as needed.
3. Serves as resource person on health-related matters to administrators, teachers, social workers and parents.
4. Works with school nurses, community agencies, and parents on securing immunization certificates for all students in the school system.
5. Coordinates vision, hearing and scoliosis screening for students.
6. Notifies parents of possible health issues detected through screenings and recommends further professional evaluations.
7. Assists parents in securing professional and/or civic help for treatment and correction of identified medical problems of students.
8. Advises teachers on student health matters, particularly regarding results of screenings and the need for possible accommodations in the classroom.
9. Assists school personnel in determining the needs related to infectious and contagious diseases.
10. Maintains accurate records/reports and ensures compliance with school health-related regulations.
11. Assumes responsibility for keeping current the Automated External Defibrillator (AED) in each school facility.
12. Oversees the development and implementation of student health care plans.
13. Establishes procedures for on-going assessment and possible revisions of student health care plans.
14. Performs such other duties as may be assigned.

**TERMS OF EMPLOYMENT:** Nine-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 10-8-13